

CIRCA PROPERTIES, LLC MOVE OUT POLICY

End of Lease Term / Move-Out Day: The entire residence **must** be vacated no later than **12 noon** on the last day of your lease. Hold over tenancy will result in a minimum charge of double rent, plus cost of putting the new resident up in a hotel and any other charges we may incur. If you move out without paying rent in full for the entire lease term, you will be liable for all rent owed at the time and as it becomes due under the terms of your lease AND you agree to be liable for repayment of any rent concession (if any) that was given to you. The Move-Out Policy continues to be in effect if the Lease is renewed, extended, modified, released, or surrendered.

Repairs and/or Damage: Unless authorized by us in writing, you must not perform any repairs or alterations such as painting, wallpapering, carpeting, electrical/plumbing changes, or otherwise alter the premises. Any improvements (whether or not we consent) must be reverted back before moving out unless we agree to the contrary in writing. We'll permit a reasonable number of small nail holes for hanging pictures on drywall walls. You should remove screws/nails at move out but do not spackle; if we have to sand and re-spackle holes you have attempted to cover, it may cost you more than leaving holes unspackled. We will charge for the cost to return the residence to its original state plus 15% for administrative overhead.

Cleaning: The following are examples of cleaning steps you should do to return your residence to ready to rent condition.

1. Kitchen: clean oven and refrigerator inside, outside, behind, and all racks; all knobs, switches, burner pans, rings and underneath. Clean walls and remove any food and grease splatters. Clean interior and exterior of cabinets & counters and remove all films and crumbs. Clean dishwasher inside and out, cycle with 1 cup bleach followed by vinegar for stains.
2. Bathrooms: Clean all fixtures: sink, tub, tiles, and toilet, leaving them free of mildew and soap film. Tilex, Mr. Clean Multi-Purpose Cleaner, and X-14 work well. Do NOT use abrasive cleaners (such as Comet). Clean floors with a mop and remove hair and dirt. Remove spots/marks from mirrors and clean cabinets.
3. Bedrooms/floors: clean all soil from walls. Clean A/C intake grills, fan blades and bi-fold doors. Clean windows with glass cleaner, wipe down sills and clean blinds. Vacuum carpet and mop kitchen/bathroom floors.

Replacement/Repair Costs: Here is a list of items and the typical cost to reinstall/replace them: Light fixture: \$45, smoke detector \$40, fire extinguisher \$45 (\$11.75 to recharge), ceiling fan \$70, blind \$45, blind slat \$5/ea, drip pan \$4/ea. crisper shelf \$28, refrigerator shelf \$25, towel rack \$29, microwave handle \$26, shower head \$28, door \$116, door /w jamb \$140, window screen \$25. To avoid stove drip pan replacement charges, wrap pans in aluminum foil prior to use and remove foil prior to moving out to ensure they are still in new condition. Holes requiring drywall patches and/or reinforcement can cost over \$80 each to repair

Trash/Items Removed by Us: You agree that upon surrender, abandonment, or recovery of possession of the dwelling unit due to the death of the last remaining tenant, as provided by chapter 83, Florida Statutes, we shall not be liable or responsible for storage or disposition of your personal property. Property left behind on premises or in apartment after the end of the lease shall be considered abandoned and at our option shall become our property or be removed at your expense of \$20 per item or \$40 per piece of large furniture. There is a charge of \$15 per bag for disposal of garbage left in or outside the apartment.

Checking Out, Returning Keys and Parking Medallions: At least one resident must check out after vacating by returning all apartment keys, mailbox keys, and parking hang-tags to the office. Failure to return a parking tag is a \$50 charge, keys are \$25 each. Keys and parking tags cannot be accepted after lease end, please return them in person or mail to the office prior to that date.

Security Deposit Return: A security deposit is intended to be fully refundable as long as the residence, when vacated at the end of the lease term, is determined to be in **ready to rent condition**.

The security deposit minus lawful deductions will be returned to the last resident who checks out by filling out the check-out sheet in the office and providing their forwarding address. If the person filling out the check-out sheet is subletting the apartment or no check-out sheet is completed, the security deposit will be addressed to the residence so that it can be forwarded by USPS.

The following security deposit information is provided as required by Florida Law: Your lease requires payment of certain deposits. We may transfer advance rents to our account as they are due and without notice. When you move out, you must give us your new address so that we can send you notices regarding your deposit. We must mail you notice, within 30 days after you move out, of our intent to impose a claim against the deposit. If you do not reply to us stating your objection to the claim within 15 days after receipt of our notice, we will collect the claim and must mail you the remaining deposit, if any. If we fail to timely mail you notice, we must return the deposit but may later file a lawsuit against you for damages. If you fail to timely object to a claim, we may collect from the deposit, but you may later file a lawsuit claiming a refund. You should attempt to informally resolve any dispute before filing a lawsuit. Generally, the party in whose favor a judgment is rendered will be awarded costs and attorney fees payable by the losing party. This disclosure is basic. Please refer to part II of Chapter 83, Florida Statutes, to determine your legal rights and obligations.

Lessee #1 _____	Date ___/___/___	Lessee #3 _____	Date ___/___/___
Lessee #2 _____	Date ___/___/___	Lessee #4 _____	Date ___/___/___